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### **KENTUCKY LABORATORY CERTIFICATION PROGRAM** **Chain of Custody for Drinking Water and Wastewater**

The chain of custody (COC) for a drinking water or wastewater sample must include, at a minimum, the following items:

- Client name and address
- Name of sampler
- Sample location, date and collection time
- Sample type (grab or composite) and matrix (drinking water or wastewater)
- Field sample ID
- Laboratory sample ID
- Container type, size, and volume
- Number of containers
- Preservative
- Pertinent field data (e.g. pH, conductivity, total residual chlorine, etc.)
- Requested analysis
- Reason for rejection or special remarks (completed when applicable)
- Signature, date and time for each sample transaction (relinquishing and receiving)
- Sample temperature upon arrival at laboratory
- Also include, if applicable, shipping requirements, special handling requirements, and special detection or reporting limits.

Drinking water compliance forms, such as the bacteriological analysis reporting form (BARF), do not meet the COC requirements.

#### References:

1. EPA Manual for the Certification of Laboratories Analyzing Drinking Water: Criteria and Procedures Quality Assurance, 5<sup>th</sup> Edition, EPA 815-R-05-004 (January 2005); Chapter IV, Section 8.3; Chapter V, Sections 6.5 and 8.3; Appendix A.
2. Commonwealth of Kentucky Wastewater Laboratory Certification Manual (June 2013); Chapter III, Section 5.6.

**Please contact the Division of Water Laboratory Certification Program if any additional information or clarification is required.**

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